

## **553-12-.04 Controls and Reporting.**

- (1) An applicant for renewal of a license must provide a signed statement or affirmative response if renewing online, under oath, that all applicable continuing education requirements have been met.
- (2) All licensees shall maintain their records confirming attendance at and completion of continuing education, including the following information:
  - (a) School or organization conducting the program;
  - (b) Location of the program;
  - (c) Title of program or description of content;
  - (d) Program outline;
  - (e) Dates attended;
  - (f) Hours claimed;
  - (g) Evidence of satisfactory completion.
- (3) Records described in paragraph (2) of this section must be maintained by each licensee and program provider for two (2) years following the end of the biennium and must be submitted to the Board upon request.
- (4) Evidence of satisfactory completion shall take the form of certificates of completion, attendance records, examination, transcripts, or other such independently verifiable evidence acceptable to the Board.
- (5) The Board will verify on a test basis information submitted by applicants for license renewals. In cases where the Board determines that the requirement is not met, the Board may grant an additional period of time in which the deficiencies may be cured.

Authority O.C.G.A. Secs. 43-41-5, 43-41-6. **History.** Original Rule entitled "Controls and Reporting" adopted. F. Jan. 4, 2010; eff. Jan. 24, 2010.